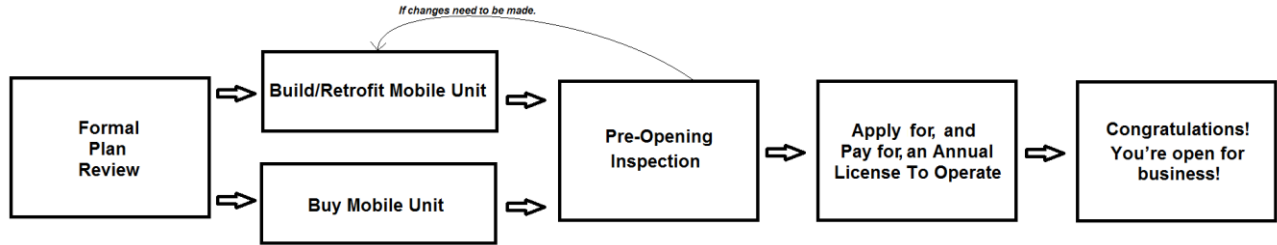




So, You Want to Open a Mobile Food Establishment: *The Truck/Trailer/Cart - Fact Sheet -*

This fact sheet describes the plan review process in Hood River County for 'mobile food units'¹ and some of the basic design requirements typically required. For additional information, contact our office directly and/or review the Oregon Food Code: <https://www.hoodrivercounty.gov/index.asp?SEC=4E7D508D-3F7A-46AC-81EE-05CE7664114B>



Step 1: Develop Your Plan



Start by speaking with us about your idea (541-387-6885); we will be able to help you understand how the Oregon Food Code will shape your final plan. **Do not build or purchase a mobile food unit before submitting plans to our office.** Retrofitting a built mobile food unit can be very expensive and challenging.

Decide what type of food you wish to serve to the public and work out how you will make it. Where will it be stored? What type of equipment is needed? How much water will you use? Break down each menu item into individual 'food-tasks²' and think about what resources and equipment you will need to be successful.

Complete the plan review application³ and submit it to us along with the fee. It will take us a few days to review your plans. Incomplete plans may delay the process⁴. Once we review your plans, we will send you a letter detailing either your conditional approval; or, we may request that you alter your plan before moving forward. We may also ask you to submit additional information. **It is very important to carefully read any letters we send you;** all of our official communications with you will be in writing⁵.

Step II: Begin Construction of and/or Purchase Your Mobile Food Unit

Once your plans are approved, you can begin construction of and/or purchase your proposed mobile food unit. We encourage you to contact our office if you have questions during this stage. **Also, follow your approved plan.** Call us immediately if you need to change your plans so we can talk about it and avoid mistakes that will be hard to correct later.



Once finished, schedule a pre-opening inspection with our office. To avoid unexpected delays, please give us several days to schedule the inspection (sometimes we are away from the office for several days at a time).

During the pre-opening inspections, we will verify that you followed your approved plans and determine whether your finished mobile food unit complies with the Oregon Food Code's minimum construction standards. Once you pass this inspection, you may apply for a license to operate.

Step III: License Application and Regular Inspections

Once you successfully complete the plan review process and pass the pre-opening inspection, you may then apply for a license to operate (*just a one-page application*). After you submit your application and the correct fee, and we verify that you have met any outstanding requirements, we will issue you a license to operate. Once licensed, you may begin serving food to the public. We aim to perform at least two inspections per year.

You are obligated to disclose your operating locations to us so that we are able to do inspections. If you cease operations seasonally, inform our office as well. If we are unable to perform two inspections per year, we are not able to re-issue your license until these inspections can be performed.



¹ ORS: 624.310(8) "Mobile unit" means any vehicle on which food is prepared, processed or converted or which is used in selling and dispensing food to the ultimate consumer. "Ultimate Consumer" (Definition by Google, *noun*) 1. The person who buys and uses a product after it has passed through all the stages of production.

² 'Food Task' = An individual food preparation step. Or, one step from a recipe. For example, mixing a portion of powdered pancake mix with a portion of water to make batter. Another example: peeling potatoes. Another: washing potatoes.

³ Available online or at our office: <https://www.hoodrivercounty.gov/index.asp?SEC=4E7D508D-3F7A-46AC-81EE-05CE7664114B>.

⁴ Don't worry; we will not charge additional fees during the plan review process. There are no wrong answers; we only want to know what you are planning. If you plans need to be altered, we will help you do that. Our goal is to help you open your business and be successful.

⁵ If you need help interpreting our letters or need them in another format, please ask for help; we are happy to assist.



Common Construction Requirements:

Mobile food units must be designed so that all operations and equipment are integral⁶ and mobile⁷; the entire unit must be conveyable down a street or sidewalk.

Finished surfaces must be smooth, durable, easily cleanable and moisture resistant. Avoid unnecessary ledges and voids where filth and dirt can accumulate. Shield light bulbs (over food areas) and seal all wood surfaces.

Water System Requirements: *The Code Says:*

§ 5-305.11 Water System Requirements.

(A) A... mobile food unit must have a potable water system of sufficient capacity to furnish enough hot and cold water for food preparation, warewashing, and handwashing, and the requirements of these rules. This supply must consist of a minimum of five gallons of water for handwashing and 30 gallons or twice the volume of the three-compartment sink, whichever is greater, of water for warewashing... [Class I – III units may utilize commissary kitchens in lieu of onboard warewashing fixtures.]

(C) All mobile food units must be designed with integral potable and waste water tanks on board the unit. A mobile unit may connect to water and sewer if it is available at the operating location, however, the tanks must remain on the unit at all times. A mobile food unit may not connect to a fresh water system without also connecting to an approved sewer system...

(D) Mobile food units that utilize potable and waste water storage tanks that are not integral to the unit must discontinue the use of these tanks by January 1, 2023. [this means no accessory tanks on the ground]...

(F) All sinks must provide water under pressure of at least 20 PSI or provide for a continuous flow and may not use gravity as the sole means to create the pressure...

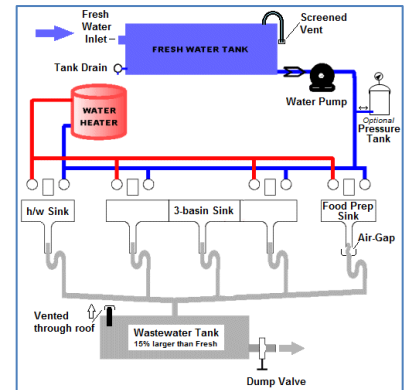
§ 5-401.11 Capacity and Drainage.

A sewage holding tank in a mobile food establishment shall be:

(A) Sized 15 percent larger in capacity than the water supply tank; and

(B) Sloped to a drain that is 25 mm (1 inch) in inner diameter or greater, equipped with a shut-off valve.

(C) For a mobile food unit selling only beverages, such as coffee, espresso, or soda, and where most of the potable water supply is used in the product, the waste water retention tank may be at least one half the volume of the potable water storage tank. This determination must be made by the regulatory authority.



For operations that use fresh produce washed onboard the mobile food unit, an indirectly plumbed food preparation sink must be included in the designs. Additional water capacity is required for additional activities. For example, a Class IV food truck might require an 85-gallon freshwater holding system due to minimum sizing allocations under rule:

- 5 gallons reserved for handwashing;
- 40 gallons reserved for warewashing because the 3-basin sink volume is approximately 19 gallons;
- 20 gallons reserved for washing produce; and
- 10 gallons reserved for other food preparation (including using water as an ingredient in prepared foods).
- 10 gallons reserved for cleaning surfaces, preparing sanitizers solutions, and other miscellaneous needs.

Using this example, an operator may decide to install a 100-gallon freshwater holding tank because they found one that is both affordable and larger than 85-gallons. For a wastewater tank, the operator looks for something at least 15% larger and find an affordable tank with a 125-gallon capacity (*which is 25% larger by volume*).

Water Inlet: *Select rules from the Oregon Food Code:*

§ 5-302.11 Enclosed System, Sloped to Drain.

A mobile water tank shall be:

(A) Enclosed from the filling inlet to the discharge outlet; and

(B) Sloped to an outlet that allows complete drainage of the tank...

§ 5-303.12 Protective Cover or Device.

A cap and keeper chain, closed cabinet, closed storage tube, or other approved protective cover or device shall be provided for a water inlet, outlet, and hose...

§ 5-304.13 Protecting Inlet, Outlet, and Hose Fitting.

If not in use, a water tank and hose inlet and outlet fitting shall be protected using a cover or device as specified under § 5-303.12...

§ 5-302.13 "V" Type Threads, Use Limitation.

A fitting with "V" type threads on a water tank inlet or outlet shall be allowed only when a hose is permanently attached. 5-302.14 Tank Vent, Protected. If provided, a water tank vent shall terminate in a downward direction and shall be covered with:

(A) 16 mesh to 25.4 mm (16 mesh to 1 inch) screen or equivalent when the vent is in a protected area; or

(B) A protective filter when the vent is in an area that is not protected from windblown dirt and debris...

Mobile Food Establishment Logistics:

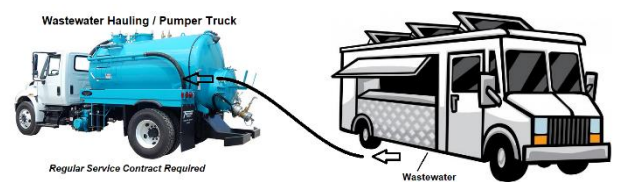
Menu: The proposed menu (*and preparation methods*) determines the equipment and resources necessary to operate. Simplify your menu and food preparations as much as possible. Eliminate any bulk ‘*cook→cool*’ processes onboard the mobile establishment (§ 3-501.15). Consider the advantages of preparing bulk food portions at a base-of-operations in advance.

Toilet Access: Mobile establishment operating at a fixed location for more than two hours during the workday must operate within 500 feet of an accessible restroom (§ 6-402.11).

Electricity, Propane, Etc.: All energy and utilities will need to be considered for the design of the unit. How will food be kept cold/hot during transport? What utility supports are needed at the operating location? Will you need a generator? How powerful?

Access to water and wastewater services: A mobile establishment may use safe/potable water and dump into sewer systems if they are legally available at the operating location. No connection may be made to a freshwater system without also connecting to an approved sewer system (§ 5-305.11).

When water/wastewater utilities are not available: Do not use of additional accessory tanks (stored on the ground); it is no-longer permitted (§ 5-305.11). Mobile establishments will either need to travel to legal dump-stations, or hire commercial wastewater hauling services.



⁶ OAR: 333-162-0020(3): All operations and equipment shall be an integral part of the mobile food unit. ‘Integral’ (Definition by Google, *adjective*) 1. Necessary to make a whole complete; essential or fundamental. Synonyms: essential, fundamental, basic, intrinsic, inherent, constitutive, innate, structural; vital, necessary, requisite. This does not preclude the use of a barbecue unit used in conjunction with a Class IV mobile food unit. There are very specific requirements when using an accessory barbecue. Contact us directly to discuss these requirements.

⁷ OAR: 333-162-0030: “Mobile food units shall remain mobile at all times during operation. The wheels of the unit shall not be removed from the unit at the operating location. A removable tongue may be allowed if the tongue can be removed with the use of only simple tools and the tools are available on the unit at all times.”

‘Mobile’ (Definition by Google, *adjective*) 1. Able to move or be moved freely or easily. Synonyms: able to move (around), moving, walking; motile; ambulant.